

Business Services Online Tutorial

How to use W-2 Online

Lesson 1: Create W-2s

Step 1: Select 'Login' link from the Business Services Online Welcome Page.

www.ssa.gov/bsowelcome.htm

Step 2: The Business Services Online Home Page will display. Select the Create W-2s' link.

Step 3: The W-2 Online Information page will display. If you would like to download Adobe Acrobat Reader 5.0, select 'follow this link'. If you do not need to download Adobe Acrobat Reader, continue to Step 4.

Step 4: Review the Registration Information.

Step 5: Answer the question 'For whom are you filing?' by selecting the appropriate response. After reading the Privacy Act and Paperwork Reduction Act notice, select 'Continue' to proceed to the next screen. If you wish to end this session, select 'Cancel'.

Step 6: Enter your employer information.

(**Note:** All fields marked with an asterisk must be completed.)

Step 7: Select 'Continue' to advance to the next page. Select 'Cancel' to exit.

Step 8: Enter your W-2 data following the guidelines for completing paper Forms W-2.

Step 9: Select '**New W-2**' to keep this W-2 information and create another W-2. Select '**Done**' to keep this W-2 information and proceed to the W-2 review screen. Select '**Cancel**' to delete this W-2 information

Step 10: After you select 'New W-2' or 'Done', you may receive an Alert. If so, you will need to review your data and make any corrections or select an override response for each Alert. Then select 'Done' or 'New W-2' to continue.

Step 11: You can view or edit your data by selecting 'View/Edit' under Options. If you want to delete the W-2 data, select 'Delete' under Options.

Step 12: You can select one of the following options: New W-2, Edit Employer Info, Go to W-3, Save & Quit, or Quit without Saving.

Step 13: After selecting 'W-3' to submit your wage data, your Form W-3 will

display for your review.

Step 14: If you want to submit your wage information', select 'Submit Wage Report'. If you would like to print or preview your wage report prior to submitting it to SSA, select 'Print Wage Report'. If you want to edit your data, select 'Return to W-2'.

Step 15: (Print Wage Report) - The Print Acknowledgement page will display after selecting 'Print Wage Report'.

Step 16: If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting 'Follow this link' near the top of the page. If you already have the software on your computer, you can go to **Step 18**.

Step 17: (Print/Preview Page) - Select the 'Print Preview' link at the top of the page. The W-2 Forms will display. You can print the forms. After printing or viewing the forms, close the window.

Step 18: The options on the Print Preview page will allow you to Submit your wage file to SSA, Return to the W-3 Page, Return to the W-2 page, Save your data, or Quit without saving your data.

Step 19: (Submit Wage File option) - If you select the 'Submit Wage File' option, the W-2 Online Acknowledgement page will display.

Step 20: Save your wage file by right-clicking the file name on your Receipt Acknowledgment and select the save option from your browser menu. If you do not wish to save your wage file, select 'Continue'.

(**Note:** Your wage file will be available for you until the date displayed on your Receipt Acknowledgement.)

Lesson 2: Resume Unsubmitted W-2s

To continue processing your Unsubmitted W-2s, you must have a Personal Identification Number (PIN) and password.

Step 1: From the Business Services Online Home Page, select the 'Resume Unsubmitted W-2s' link.

Step 2: A list of your unsubmitted reports will display.

Step 3: You can view or edit your report. Or, you can delete the report.

Step 4: If you would like to start a new W-2 Report, select 'Start a new report'. Or, you can select 'BSO Home' to return to the BSO Home Page.

Lesson 3: Download Submitted W-2s

Use this link to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report that you submitted within the last 30 days. Adobe files will not be available after 30 days.

(**Note:** You will need a Personal Identification Number (PIN) and password to use this service.)

Step 1: Login to Business Services Online via the Business Service Online Welcome Page.

Step 2: Select the 'Download Submitted W-2s' link from the Business Services Online Home Page.

Step 3: The Download previously submitted Wage Statements page will display.

Step 4: Select the file you wish to download. Then, download the file onto your computer.